

**MINUTES**  
**HCC FACULTY SENATE**  
**March 8, 2013 – 1:30 pm**  
**Central College – LHSB-100**

**I. Call to Order** – Tod Bisch

1:34

**II. Approval of February 8, 2012 Minutes** – Suna Ridouane

Approved

**III. Treasurer's Report** – Jennifer Graves

Received \$500. from vendors (Faculty Conference)

Note change under Smart Financial Business Share Savings Account Beginning Balance as of 02/02/2013

Reads \$4,0999.14. Should read \$4,099.14

Visit by Trustee Sane: arrived at 1:50 - 2:55 (20-30 minutes allowed) One hour, 5 minutes actual.

**OPENING REMARKS BY TRUSTEE SANE:**

Visited NW this semester. Visited SW last semester. During convocations. Understands/appreciates everything faculty does for students and institution. Faculty is central to the institution and contributes to intellectual and emotional lives of the students. Faculty efforts crucial to success of institution and students. Always ready to hear suggestions.

Goals: in 6th year, and has always been involved in teaching/learning. Must have resources for faculty and staff so that they can succeed in their jobs and help students learn. This includes financial resources as well.

The learning aspect: must improve student learning. Allocation of resources must be equitable to ensure that this takes place.

Budget allocations: want to put in place some policy and procedures that will drive budget determination, with a long term goal in mind. Resources are allocated differently every year. Seeking faculty input with respect to policy determination. Both learning and policy determination can be improved and faculty must have input on this.

**QUESTION FROM PRES. BISCH:**

*How will BOT support enrollment initiatives?*

Trustee Sane: AC Byas is in process of preparing a plan that will be presented at BOT retreat March 23. Budget must be available to presidents for PR to advertise programs. Must focus on types of programs being offered at different colleges. SW has big demand for health science. Each region must have certain types of programs and initiatives. AC Byas must have an active role in this, especially with respect to what other institutions are doing.

**QUESTION FROM PRES. BISCH:**

*What is BOT's position with respect to making HCC's salaries competitive?*

Trustee Sane: Strong proponent for making HCC competitive with respect to compensation. Must have competitive salaries to draw talented faculty. Currently looking at data of other institutions, both local and national. Has not seen Fox Report (Pres. Bisch will forward her a copy). Would like to have the latest study (2010, 2011 data would be acceptable.) Any data that can be forwarded which could be translated to budget would be helpful.

**QUESTION FROM PRES. BISCH:**

*Does BOT plan to restore TRS ORP benefits that have been slashed?*

Trustee Sane: Still committed to restoring benefits.

**QUESTION FROM PRES. BISCH:**

*What is BOT's plan with respect to bond initiative?*

Trustee Sane: Have some community forums. Board will go out as a team. May have one central forum for all colleges. Main goal is to let community know that HCC is not sitting idly by. College is moving forward. Students and faculty are top priority. Institutional stability is important and community must be aware that HCC is working hard on maintaining it.

**QUESTION FROM PRES. BISCH:**

*What is BOT's position on changing the graduation ceremony?*

Trustee Sane: Last ceremony was too long. Breaking into 2 sessions is good idea. Faculty must be involved. It's a joint process.

Comment: 9 mo. faculty are off contract. We don't commit to facility in a timely way, and so many faculty are off contract. Board needs to get administration to commit sooner.

President Bisch: 9 month faculty who indicated that they would attend the 2013 Graduation Ceremony, have been given the option of doing so or taking a bye this year and attending the 2014 ceremony to fulfill their contract obligation. So far, 19 of 31 9-month faculty have chosen to attend in 2014.

**QUESTION FROM PRES. BISCH:**

*What is BOT's position regarding travel funds? Lack of funding stifles faculty development.*

Trustee Sane: Faculty should have as much support as possible. There should be no second thoughts about this. Communication flow should be such that the Board is aware. Decision making is affected if Board doesn't have all the information. Will be meeting with Dr. Tyler to discuss budget, so any information should be forwarded soon so it can be passed up to the BOT.

**QUESTION FROM PRES. BISCH:**

What is BOT's position regarding the Dignity and Respect initiative? It seems this policy is misdirected in its focus. Shouldn't the initiative be aimed at administrators and students showing respect to faculty, and not the other way around?

Trustee Sane: Was not entirely aware of such an initiative.

L. Comte: This project is perceived by faculty as a top down initiative. Currently no discussion ongoing. AC Byas concerned that there was little to no faculty input.

**FLOOR OPEN TO COMMENTS AND QUESTIONS**

M. Puccini: Historical information about salaries is also helpful. Faculty has always been paid at the lower end, so looking at past compensation would be valuable.

Trustee Sane: It starts at the top. CEO must look at this. Obviously change is coming. So now is the time to put all of these issues forward during the transitional period.

L. Comte: Faculty can be supported in many ways that doesn't necessarily relate to compensation. Many internal processes are broken, i.e., financial system does not talk to compensation system. This becomes problematic when trying to hire someone. Signals "get crossed" and people can't get hired in a timely way. Budget adjustments are the same. Takes forever. Buying toner, paper, etc., which gets held up in Purchasing, becomes difficult and frustrating.

Trustee Sane: These kinds of gaps aren't good. Cash flow must be in place. Have been saying this for years. Fully on board for resolving these kinds of cash flow "gaps." This shouldn't be a big problem.

T. Bisch: Two systems not talking to each other dates back to when systems were initially installed.

M. Page: Same applies to financial aid. Financial aid says the students do not have money. Finance says the students DO have the money, which obviously creates problems.

Trustee Sane: Must have one data warehouse used by every department, so data comes from one central place. Will find out ASAP about this.

Comment: More oversight over college presidents. Faculty not being paid, but in some cases over a half million being sent back to system. No real transparency.

L. Comte: Faculty waiting to be paid because systems have created problem. Some people not paid for overloads done in the fall.

Trustee Sane: These kinds of issues and problems are unacceptable. Has FAS talked to AC Byas? Yes, she is aware and is working on many of these problems. Please speak up and let us know what your concerns are. We must work on these problems ASAP.

D. White: Why isn't HCC TV available in a certain areas?

Trustee Sane: Has to do with service areas of various utilities.

L. Comte: A big concern is that college PR personnel are not given resources they need to promote programs, initiatives, etc. Nothing seems to get done, despite this having been brought forward many times. Many feel that their input isn't being considered. Resources need to be on the ground and not downtown.

Trustee Sane: Of course, with decentralization, this should be a bottom up process. Each college and its personnel must have the charge to do what is best given needs, location. Must look at how much authority the presidents really have.

M. Page: We're in transition . Must go back to basics. Policy/resources should not be trickle down. Decisions are being made at high levels. Was told there would be Workforce reorganization. Some question if faculty were involved and participated in decision making.

Trustee Sane: Protocol needs to be improved.

T. Bisch: With respect to workforce re-alignment. 2 presidents were ready to move. Others wanted to go back to their deans/staff, but this didn't happen. Pres. Bisch will be going out to colleges to discuss these problems with involved parties.

L. Comte: Administration came to FAS president, who was asked to put together a list of Workforce faculty. Anything that affects instruction, should go to the FAS President, who then comes to the FAS with any new plans, initiatives, etc.

M. Bloeman: Sometimes instructors forced to use textbooks they don't want to use. Have been instructed to adopt only 1 or 2 texts, because of economic issues. This can result in

monopoly/duopoly where textbook costs skyrocket. Colleges must be able to choose their own text books.

Trustee Sane: 3100 Main should not be making decision about instructional material. This needs attention.

Comment: Other institutions have more academic freedom with respect to choosing texts. This can even get political. At many institutions faculty pick their own texts. Also, compensation for adjuncts is way out of line, and not competitive with other institutions. Hard to draw quality adjuncts with such an uncompetitive salary.

Trustee Sane: Faculty must have the liberty to choose course materials. With regard to pay, every year there's a 2% increase. But doesn't seem to be working.

S. Whitebird: This is a step process.

D. Flores: At El Paso Community College adjuncts get \$2390 per class. Here, just went to \$1850, which is a remarkable difference.

Comment: Harris County is a number one spot for employers. Step is good, but we must be assertive on this.

T. Bisch: Compensation Committee would say that 2% step isn't keeping up with inflation.

M. Puccini: Just to focus on one issue of enrollment, isn't a comprehensive approach. Also need to be looking at success rate. Drops should be considered. While we can celebrate enrollment, much work must be done on the "other end."

Trustee Sane: 10 years ago enrollment was stable. External factors caused enrollment increases. But we must make sure students graduate and are successful. Some take more time than others, some go on to 4 year institutions, others don't. How do we track students? Enrollment may not correlate really to graduation. It's a challenge about how to best gauge success. Comparing HCC to other institutions is one way. Graduation rates is another. So many variables affect student success/graduation.

L. Comte: Top heavy with administrators. Can't get people hired at colleges, but keep seeing high level hiring at the administrative level. Perception in the field is that we can't get the personnel needed to help student success, but high level positions are created downtown, i.e. proposals for workforce deans. Administrators will not say there are too many administrators.

Trustee Sane: Six colleges need to make their own personnel decisions. Internal processes and decision making needs to be re-assessed.

M. Page: Librarians are being relegated to 10.5 contracts. Remaining time being paid part time. Only a few counselors left. There aren't really any more counselors. Many students were put on probation and needed counseling but were unable to get it. Case loads of over 500 students have

been reported. Again, this is a top-down decision. Now that these decisions aren't working, the blame is placed on librarians and counselors.

D. Coles: Not enough librarians to give students the help they need.

Sane: If there is something not happening it must be corrected.

M. Page: Dr. Tyler said the restructuring of librarians and counselors didn't really save money. Counselors used to do high school visits and help students get through their programs. Too much misinformation being disseminated.

Trustee Sane: These are the services that ensure students will come back. Students need this kind of help on the ground.

L. Comte: Hope AC Byas shares these issues the Board. If not, Senate will.

Trustee Sane: Will most definitely bring these issues forward to AC Byas.

FLOOR CLOSED TO QUESTIONS AND COMMENTS.

Pres. Bisch thanks Trustee Sane for taking time to visit Senate.

#### **IV. Standing Committee Reports**

*a) Compensation, Benefits, Workload Committee – Wes Anthony and David Wilcox*

Past presidents met with chancellor and K. Edwards to discuss various compensation issues that has been on CBW Committee agenda. K. Edwards in process of putting together a presentation with respect to compensation, that will be presented to AC Byas.

*b) Finance Committee – Jennifer Graves*

No report.

*c) Professional Development – Mary Puccini-Jenn Graves-Mikki Novak*

Still working on changing Bedichek-Orman grants to make them more competitive. Have received some documents from L. Burch with respect to reviving excellence awards.

*d) Educational Affairs – Ritu Raju*

When students fail to pay 2nd installment, they're dropped and no one really knows until grades are submitted. This problem needs to be addressed. May be simple as making an adjustment in PeopleSoft so instructors know when students have been dropped. EA

Committee would like to propose that a tag or alert be implemented so that the instructor will be aware of students being dropped. R. Raju to write up some language for consideration. Different department admins. have said this wouldn't be too difficult.

Too many students at graduation. Grad. Committee has talked to M. Lemburg about automating student status with respect to graduating. Maybe EA Committee should meet with M. Lemburg, so that students who are walking are actually graduating.

M. Bloeman: Not enough personnel in PeopleSoft to put something together right now. M. Lemburg will report back to Graduation Committee with any progress.

*e) Policies and Procedures – Melissa Miller-Waters*

M. Novak went to NACADA. Univ. of Kansas has been hiring students to be peer mentors to counsel incoming students, as long as they meet minimum requirements for hiring eligibility. Must take leadership course that they pay for. Overwhelming response. Peer mentors are required to be active in a variety of ways. Credit will be earned. Working on something to present to C. Cook. Won't be very expensive. Any faculty would participate voluntarily. Using students to mentor is more successful.

*f) Student Success – Marilyn Douglas-Jones*

No report.

*g) Graduation – David White and Mannie Bloemen*

At board meeting Pino presented proposal: will be splitting into Workforce and Academic. GED will be included. Including GED in ceremony conflicts with recommendations GC made. D. Pino's presentation did not put forward all recommendations made. This is a serious problem. See exhibits below.

Sheila Briones email to Graduation Committee: Dated Oct. 12; Subject: Notes from Oct. 9 Graduation Meeting

All,

Here are the recommendations from our Oct. 9 graduation meeting:

1. Graduation scheduled at Reliant on Saturday, May 11, 2012
2. Hold two graduation ceremonies on one day. One at 9 a.m. and another at 1 p.m.
3. GED should hold its own ceremony (998 graduates last year; of course not all attended graduation)
4. Instead of having students line up in the hallways (waiting to enter Reliant), have them cross from behind the curtain (Sheila to confirm with Reliant)
5. Call names as they enter Reliant (not when they cross the stage)
6. Do not separate students by College (this also means Coleman and EHS)

VP Bloeman's summary of Problems/Solutions with respect to graduation ceremony.

## GRADUATION CEREMONY ISSUES

**Problem:** One ceremony too long

*Solution:* Have 2 ceremonies (3 plus 3 including workforce) Last record indicated first ceremony would be at 8:00 a.m. and the second would be at 1:00 p.m. Chancellor, Presidents and Board of Trustees would attend both. Faculty would attend only their college's ceremony.

*At another meeting, it was acceptable by this FAC committee to split up academic for one ceremony and workforce for the other ceremony.*

*GED would have separate ceremony at another date with counselors present after ceremony directing students toward HCC programs.*

**Problem:** Students leaving ceremony immediately after walking, name announcement, having picture taken and receiving diploma. Result is-- arena is empty when it is Southwest's turn since they are last alphabetically.

*Solution:* Only one procession,

- 1. announce student names as they enter arena,*
- 2. students cross stage shake hands on stage, presented with certificate or diploma, take photo, sit down, followed by speakers: No keynote or uninvited speaker, but have only chancellor, presidents of college and students speak.*

**Problem:** No food or water allowed for students and faculty during the long ceremony.

*Solution:* Have water available and United Airlines has volunteered to donate the water.

**Problem:** Reliant has contract with vendors and does not allow other suppliers.



*Solution: Since United Airlines wants to participate, there will be a contest: “How HCC has affected my future.” Winner will receive round trip tickets to any where in the continental U.S. Also, Julie Falcon, Director of Development, at the HCC Foundation would find another vendor to help pay for the water.*

**Problem:** Students are participating in the graduation ceremony who have not completed their scholastic degree program. Currently, students are allowed to participate in graduation even if they are missing 12 credit hours.

*Solution: FAC Graduation Committee communicated by meetings, phone conversations and written media with the Registrar’s Office and IT Department. These sections of HCC are working towards improving this situation for the long run. Unfortunately, for the short run the Registrar’s Office admitted there is not enough personnel in their office to go over all applications checking for their qualifications.*

**Problem:** Therefore, anyone who just signed up for classes at HCC and just started their degree plan is able to apply for the graduation ceremony, purchase their cap and gown and participate in the ceremony all in the same year.

*Solution: There is no solution.*

*After attending the Board meeting, the following is my viewpoint:*

**Problem:** Last night’s Board Meeting—enrollment is increasing; therefore, 2 ceremonies. And, GED will still be part of HCC’s Graduation.

*Comment: Enrollment at HCC is **not** increasing. GED is considered a high school graduation—not a college graduation. At high school graduations, there usually is a valedictorian and salutarian and are recognized at these graduations.*

###

T. Bisch: D. Pino did give her presentation. Date changed to May 18. Nothing is written in stone. GED to be included.

M. Page: first ceremony would be academic. second ceremony would be workforce and GED.

T. Bisch: students want to walk twice, according to SGA President.

D. White: need to include SGA President. Wasn't aware SGA has veto power. It's their ceremony, but they don't really have control over it.

L. Comte: In the past SG President was on stage and sat through all the ceremonies. Is this not the case anymore? They know what the situation is. Ask what solutions they would recommend.

## **V. Special Committees and Caucuses**

### *a) Faculty Conference Committee – Linda Comte*

Met before Senate meeting. Looked at data from conference. Committee went through them one by one. Would like to see a meet and greet room so colleagues can mingle; a place for adjuncts to meet as well. Moderated by FAS Past President. Comment to set up a venue for dialog with Board: maybe invite 203 board members with a moderator/facilitator. Maybe one session of high quality presentations in specific disciplines, i.e. a showcase of high quality presentations. Want to involve more of the sciences and workforces. Open to any suggestions or ideas.

M. Page: We need to get money committed in the budget. Getting a check for the hotel this year was a real problem.

L. Comte: We shouldn't have to scrounge around for such an important faculty development opportunity for over 300 faculty. There was some concern about the \$3,000 speaker's fee, which was actually \$1,000 less than the previous year. Conference is always under budget, so how the money is spent shouldn't be a point of contention.

### *b) Past Presidents – Linda Comte*

There will be some interesting questions asked about some important situations.

## **VI. President's Report – Tod Bisch**

### **• Senate Cabinet – Report on February 28, 2013 Meeting**

- o Civility Project has been shelved, will be removed from PEP
- o Diversity and Inclusion Initiative – David Cross pdf.

### **• Board of Trustees –Committee of the Whole and Regular Board Meeting** o New Roof for 3100 Main, \$698,000.00, passed

- o Contract Ext. for Financial Advisory Services related to bond issuance, failed
- o 9 other items moved to BOT meeting February 28, adjourned
- o Approved 4 Honorary Degrees for Graduation
- o Heard report regarding this year's Graduation ceremony

o No mention of Dr. Spangler

• **Chancellor – No meetings, as she is on leave.**

• **Meeting with AC Byas February 20, 2013**

- o Discussed Compensation requests presented to Dr. Tyler, fall 2012
- o Waiting for Compensation Equity Survey to be conducted by Karen Edwards
- o Spoke to Karen Edwards during break at BOT, she is preparing a proposal for AC Byas regarding compensation issues.

• **Vice Chancellor of Instruction's Office**

- o Met with Dr. Cook on February 21, discussed Compensation issues outlined to AC Byas; workload and/or compensation related to Program Coordinators.
- o Core Curriculum Committee has started to hear Core Proposal Presentation, heard from English, Communications, Math and Philosophy.

**VIII. Old Business**

None.

**IX. New Business**

PEP reduced from 20 items to 11. First 7 items pertain to workload. Adding part about deadlines is a contractual obligation. Will be sent out as an attachment.

L. Comte: What happens when system is down and grades can't be entered?

M. Page: People in IT are in denial that the system is down. There is some misinformation being disseminated about down time.

**X. Announcements**

April 12 Central Convocation. Senate may have to meet in room next door.

**XI. Adjournment (no "second" required)**

**3:26.**

**NEXT MEETING: Friday, April 12, 2013 – Central Campus, LHSB-100 @ 1:30 pm**